

SUBJECT: Personnel Early Warning	NUMBER: 1-27.01
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: PER.11.02	APPROVED: Sheriff

I. POLICY:

This system is designed to assist supervisors in identifying sheriff's department employees whose performance indicates that intervention may be required. A review may be necessary to determine appropriate action. It does not relieve the supervisor of the normal responsibility to monitor and initiate a review and remedial action as warranted, of his/her assigned employees performance related issues. Provides a means to identify patterns of complaints, use of force or misconduct incidents to enable supervisors to address training or other needs and improve employee performance.

II. REVIEW PROCEDURE

- A. The personnel early warning system shall activate when an employee has three or more sustained complaints of misconduct within three years.
- B. The executive secretary maintains all complaints, pursuit reports and use of force records.
- C. The executive secretary shall notify the Sheriff in writing if the personnel early warning system has been activated. The notification should include:
 - 1. The date of the incident(s)
 - 2. The general allegations
 - 3. The disposition of the incident(s)
 - 4. Any discipline administered
- D. The Sheriff will determine if the file will be reviewed by the professional standards office or the employee's division commander. The employee's supervisor should then be notified that the personal early warning system has been activated. A review of the employee's files will be conducted consisting of, but not limited to:
 - 1. Use of force
 - 2. Sick or other leave use
 - 3. Performance evaluations
 - 4. Chronological file

III. REPORTING AND RECOMMENDATIONS

- A. The division commander reviewing the file shall submit a written response, through the chain of command, to the Sheriff with their findings, and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to:
 - 1. Counseling by peers, supervisors or commanders
 - 2. Referral to the employee assistance program
 - 3. Remedial training to address identifiable problems
 - 4. Reassignment or transfer
- B. The division commander shall be responsible to insure that, after the Sheriff approves any corrective measures, and those measures are accomplished in timely manner.
- C. The personnel early warning system shall be reviewed annually to evaluate the system's effectiveness and make changes as required.
- D. The employee's supervisor will notify the employee of the review when it is initiated and the basis for the review. The employee shall be notified in writing of the final determination.